



Staff Agency for the Judicial Conference of Indiana

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<http://www.IN.gov/judicary/center>

PUBLIC NOTICE OF CONTRACTING OPPORTUNITY FOR STATISTICAL DATA ANALYSIS

I. NOTICE

This announcement is issued on September 10, 2004 by the Indiana Judicial Center (IJC) to solicit expressions of interest and information from all persons and entities that wish to be considered to assist in the statistical analysis and comparison of recidivism rates of court alcohol and drug programs.

Interested persons are invited to comply with the procedures described below. Terms used in this announcement do not indicate any preference as to the type of entity, including individual persons, with whom IJC will contract. The selection of a contractor and the award of any contract based on this notice is within the judgment and discretion of IJC. This announcement is intended to initiate the process to provide IJC with information helpful to it in the exercise of its judgment to evaluate the qualifications and proposals of various contractors. IJC and its staff do not create any obligation, expressed or implied, by issuing this announcement or by receiving and considering any responses. Any contract awarded pursuant to this Public Notice of Contracting Opportunity is subject to the terms and funding of a grant awarded by the Indiana Criminal Justice Institute.

II. CONFIDENTIAL INFORMATION

Potential contractors are advised that materials contained in submissions responsive to this announcement may be subject to the Indiana Public Records Act, IC 5-14-3 *et. seq.* Potential contractors claiming a statutory exception to disclosure of information under the Act must place all information believed to be confidential into a separate sealed envelope. The envelope must be clearly marked "Confidential" and must specify the statutory exception provision that applies. IJC reserves the right to make its own determinations of confidentiality. If IJC does not agree that information designated as confidential should be withheld from public access under the Act, it will advise the contractor. IJC expects that submissions in response to this announcement will contain sufficient non-restricted data to permit the review to proceed without delay for consideration of extensive claims of confidentiality. Overly burdensome claims for exemptions from public access may cause IJC to view the submission with disfavor.

III. EXCLUSIVE OWNERSHIP

Any and all data, forms, surveys, analyses, reports, studies, manuscripts, and other complete or incomplete work product prepared or developed by the consultant in connection with this project shall become the exclusive property of IJC, and may be used by the consultant only upon the prior written consent of IJC.

IV. BACKGROUND

IJC provides oversight and regulatory authority over approximately 52 court alcohol and drug programs established under IC 12-23-14. The Judicial Conference of Indiana has adopted Rules for Court-Administered Alcohol and Drug Programs (Rules) that may be seen in their entirety at: www.IN.gov/judiciary/center/cadp/rules.html.

The court alcohol and drug programs have not been evaluated as a whole for their effectiveness in combating alcohol and drug offenses (such as operating a vehicle while intoxicated, public intoxication, and minor consumption). Evaluation of these programs is key to determining whether they provide an appropriate and effective judicial response to alcohol and drug offenders.

Nearly four years ago, IJC began a project to evaluate the recidivism rates of court alcohol and drug programs with another contractor. Four objectives of the project have been completed. IJC issues this public notice of contracting opportunity to solicit proposals from contractors who wish to complete the two remaining objectives.

Completed Objectives. Four objectives that relate to this goal have been completed. They are:

1. Describe current information systems throughout Indiana. (Completed 2001.)
2. Develop parameters for the collection of statistical data on the effectiveness of the court alcohol and drug programs. (Completed 2001.)
3. Collaborate with IJC to develop a standard format to collect that data. (Completed 2002.)
4. Collaborate with IJC on workshops to assist court alcohol and drug programs in the actual collection of that data. (Completed 2002.)

Remaining Objectives. The remaining objectives of this project are to:

1. Analyze the data collected by the court alcohol and drug programs to determine recidivism rates; and

2. Compare the results of the statistical analysis to the results of other available analyses of recidivism.

V. CONTRACTOR FUNCTIONS

IJC anticipates that the objectives will be accomplished by the contractor's performance of the following functions:

1. To analyze the data collected by the court alcohol and drug programs to determine recidivism rates:
 - . Collect and assimilate the electronic and paper data from the local court alcohol and drug programs into an Access database format;
 - . In conjunction with IJC, determine the parameters of the statistical analysis of the data (i.e., what offenses will be considered recidivism, how long after the client has completed the program will recidivism be analyzed, etc.);
 - . Using access to criminal justice records, either on a statewide or local basis, conduct a statistical analysis based on the parameters determined above; and
 - . Provide a written report of the statistical analysis to IJC.
2. To compare the results of the statistical analysis to the results of other available analyses of recidivism:
 - . Determine what statistical analyses of recidivism are available in Indiana and in other states;
 - . Select analyses that are most closely analogous to the analysis of the court alcohol and drug data (i.e., type of offenders, type of offenses, time period, etc.); and
 - . Provide a written report of the comparison to IJC.

VI. SCHEDULE

IJC will host an Informational Meeting to answer any questions related to this project at 1:30 p.m. on September 28, 2004 at the IJC offices in Indianapolis, Indiana.

Submissions of contract proposals will be accepted beginning September 28, 2004 and are due no later than 1:00 p.m. on October 18, 2004. IJC reserves the right to extend or modify this deadline in its sole discretion.

Following receipt and review of the submissions, IJC may invite more detailed proposals from one or more of the potential contractors, seek supplemental information, conduct a best and final solicitation, or conduct interviews. IJC may also, however, make a selection based solely upon the initial submission or the responses to requests for more detailed proposals. The schedule for selection will vary based upon the number of responses to this announcement.

IJC anticipates concluding its review of all responses on or about November 19, 2004, unless IJC decides, in its sole discretion, to extend the period of review. Selected entities may be invited to continue through an additional evaluation process at the discretion of IJC.

A schedule for any further activities may be established by IJC as necessary. It is anticipated that contractor functions would start no later than January 1, 2005.

**Proposed Schedule
(which may be modified at IJC's sole discretion)**

Stage	Date(s)
Public Notice	September 10, 2004
Informational Meeting	September 28, 2004
Proposal Submission Period	September 28, 2004 – October 18, 2004
Proposal Review Period	October 18, 2004 – November 19, 2004
Proposal Award	November 19, 2004
Contractor Function 1: Data Analysis	Contractor should propose dates
Contractor Function 2: Results Comparison	Contractor should propose dates

VII. SUBMISSION INFORMATION

Interested entities are invited to respond to this notice through the submission of written proposals. Proposals should include the following information:

1. Identification of the entity making the submission, including a point of contact for the entity, e-mail address, fax number, telephone number, and mailing address.
2. Identification of the key persons who will work on the project, including a statement of the qualifications and availability for each person. The statement of qualifications should describe the entity's experience:
 - . Providing the contractor functions;

- . With respect to projects of this nature;
 - . Working in a collaborative environment;
 - . Complying with budget and schedule constraints, and
 - . Contracting with governmental agencies.
1. A brief discussion concerning the entity's anticipated approach to this project, projected cost, and competitive advantages the entity believes it has over competitors.
 2. Statement of financial viability indicating that the entity has the resources required to complete the contract.
 5. A writing sample or sample of materials created for similar projects.
1. A list of references including contact information.
 2. Any other information that the contractor believes is relevant to the selection process.

Submissions must be received by Lori Amsbury at IJC before 1:00 p.m. on October 18, 2004. It is incumbent upon the sender to confirm receipt of any proposal sent to IJC. Late or nonconforming submissions may be disqualified.

Facsimile submissions will not be accepted. E-mail submissions will require prior approval by Lori Amsbury, and e-mail attachments must be provided in MS Word or Excel formats.

Submissions should be mailed or delivered to:

Lori Amsbury, Assistant Administrator
 Indiana Judicial Center
 115 West Washington Street, Suite 1075
 Indianapolis, IN 46204-3424
 E-mail: lamsbury@courts.state.in.us
 Tel. (317) 232-1313
 Fax (317) 233-3367

VIII. INQUIRIES

Written questions concerning this announcement may be submitted to Lori Amsbury by fax, e-mail, or U.S. mail at the above address. Telephone inquiries are not favored. Questions received after October 11, 2004 may not receive a response. Questions asked together with the answers provided will be posted on IJC's web site at: <http://www.IN.gov/judiciary/center>.

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